



# Defense Travel Management Office



## WELCOME

## F-100

## LINES OF ACCOUNTING in DTS



# F-100 CLASS OVERVIEW

**Topic:** Lines of Accounting in DTS

**Time:** Approximately 45 minutes

**Target Audience:**

Lead Defense Travel Administrators (LDTAs),  
Finance Defense Travel Administrators  
(FDTAs)

**Pre-Requisites:**

D-100: DTA Maintenance Tool – Overview  
**OR** experience with DTS

**Suggested Complimentary Class:**

F-101 Budgets in DTS



# TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**
- **DISCONNECTS**

- ✓ ***Exit class***
- ✓ ***Close all other software applications***
- ✓ ***Log back into class***
- ✓ ***Check with local IT staff***

***If problem persists call the DISA Help Desk***



# ATTENDANCE CREDIT

ADOBE® CONNECT™



T-106 TAC &amp; TraX Overview

**SELECT: GUEST**☒ Enter as a GuestName ☐ Enter with your login and password**ENTER:****▪FULL NAME****▪SERVICE or AGENCY INITIALS  
ONLY****▪KEEP IT SIMPLE****EXAMPLES:****Lynn Green / USA****John Blue / USAF****Betty Silver / DISA****Dave Brown / USN****Barb Yellow / DFAS****Greg Orange / USMC****\*IMPORTANT\***

To be able to enter DCO Connect rooms, your machine must meet the following  
1. Comply with DoD host conditions to ensure your certificates are up to date.

For a password reset or locked account problem, please email:  
[disa.columbus.esd.mbx.dco-account-reset@mail.mil](mailto:disa.columbus.esd.mbx.dco-account-reset@mail.mil)

For all other issues email: [disa.columbus.esd.mbx.gig-es-support@mail.mil](mailto:disa.columbus.esd.mbx.gig-es-support@mail.mil)

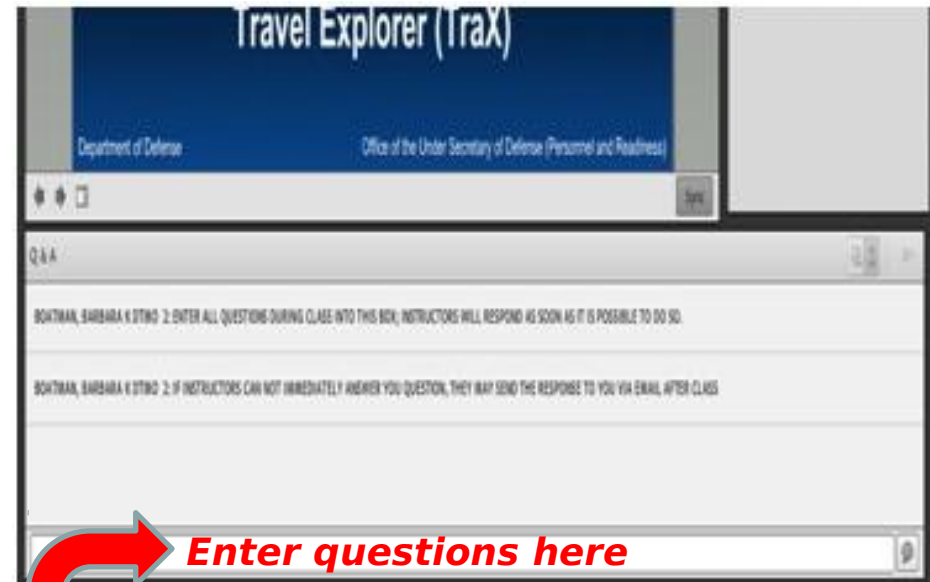
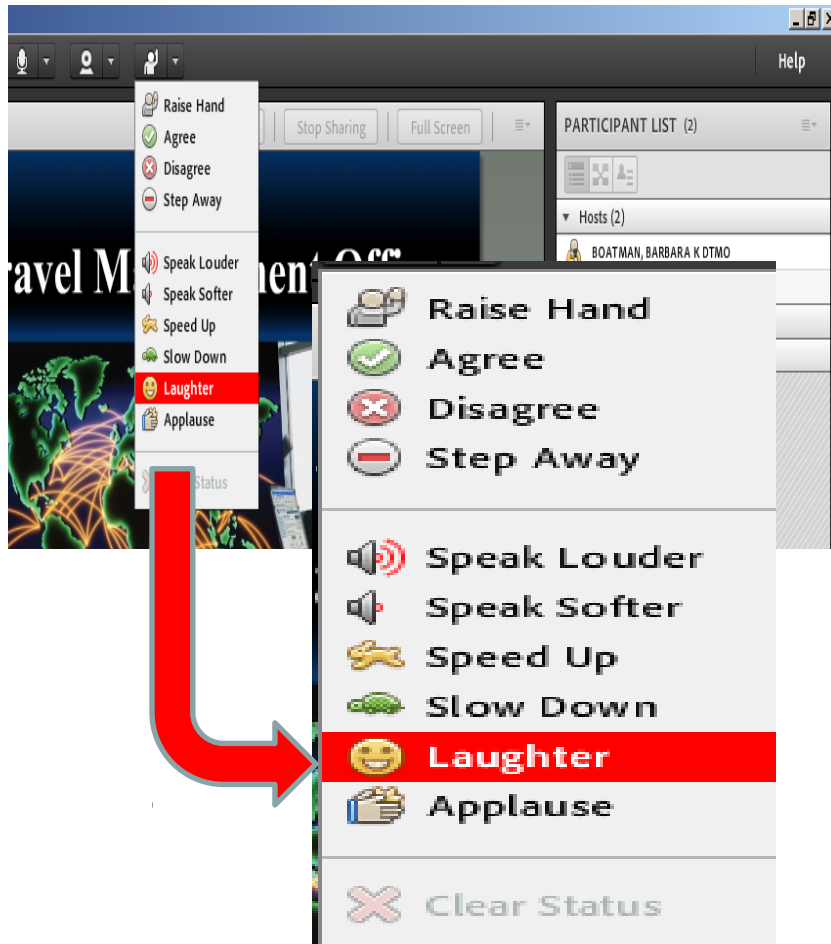
**\*IMPORTANT\***

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.  
By using this IS (which includes any device attached to the IS), you consent to the following conditions:  
-The USG routinely intercepts and monitors communications on this IS for purposes including but not limited to: penetration testing, COMINT, monitoring network operations and defense, personnel mail conduct (PMA), law enforcement (LE), and counterintelligence (CI) investigations.  
-At any time, the USG may inspect and seize data stored on this IS.  
-Communications using or data stored on this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.  
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-Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigations searching or monitoring of the content of privileged communications, or work product related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

[Help](#)



# COMMUNICATING IN CLASS



- **Use chat box for all questions**
- **Most answered during class**
- **Some need post class follow up**



# TRAINING OBJECTIVES

After completing this class, you should be able to:

- Search for LOA's
- Update and copy LOA's
- Share LOA's across organizations
- Rollover or delete LOA's
- Create LOA's
- Update a default LOA
- Use mass update and mass copy feature
- View LOA's



# LOA KEY POINTS

- LOA module is not an official accounting system
- FDTA reconciles accounts to the disbursing system
- Permission Level 1:  
Access to the DTA Maintenance Tool
- Permission Level 6:  
Edit Lines of Accounting
- Organization Access:



# LOAs: SERIES OF CODES

- Series of alphanumeric codes:
  - ☐ Indicate location of funding for a document
  - ☐ Detail fund cite information
- Each LOA specified by:
  - ☐ Format Map\*\*
  - ☐ Owning Organization
  - ☐ Fiscal Year
  - ☐ Label

***\*\*Several available to translate Service/Agency LOAs into DTS format.***





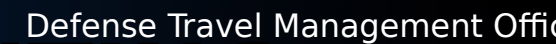
# LOA PARAMETERS

DTS LOA's are a series of codes:

- ☐ FDTA can share them to sub-organizations
- ☐ Sub-Orgs can then use the shared LOA
- ☐ Once shared; that right can not be removed.

DTS LOAs link to DTS Budgets:

- ☐ When LOA is shared; budget is shared
- ☐ LOAs can roll over to next fiscal year
- ☐ Available to all members of a routing list
- ☐ Must be applied before doc approved; or approval fails



- Lines of Accounting maps are in a 10 x 20 format
- The ^ is used to separate each element on a line
- Element placeholders can be used where appropriate
- LOA's can be copied from other Organizations


|         | 1      | 2 | 3   | 4 | 5 | 6    | 7 | 8   | 9    | 10 | 11   | 12 | 13 | 14  | 15 | 16 | 17  | 18 | 19 | 20 |  |
|---------|--------|---|-----|---|---|------|---|-----|------|----|------|----|----|-----|----|----|-----|----|----|----|--|
| ACCT 1  | AAA    |   |     |   |   |      | ^ |     |      |    |      |    |    |     |    |    |     |    |    |    |  |
| ACCT 2  | DEPT   | ^ | FY  |   | ^ | PY   |   | ^   | APPR |    |      |    | ^  | SH  |    |    |     | ^  |    |    |  |
| ACCT 3  | OC/SOC |   |     |   | ^ | BCN  |   |     |      |    | ^    | SA | ^  |     |    |    |     |    |    |    |  |
| ACCT 4  | AAA    |   |     |   |   |      | ^ | TTC |      | ^  |      |    |    |     |    |    |     |    |    |    |  |
| ACCT 5  | CC     |   |     |   |   |      |   |     |      |    |      |    | ^  | MAC |    |    |     |    |    | ^  |  |
| ACCT 6  | FA     | ^ | WC  |   | ^ | FC   |   | ^   | CAC  |    |      |    | ^  | BRC |    | ^  |     |    |    |    |  |
| ACCT 7  | RON    |   |     |   |   |      |   |     |      |    |      |    |    |     |    | ^  | RBC | ^  |    |    |  |
| ACCT 8  | JNLU   |   |     |   | ^ | DSSN |   |     |      | ^  | ACRN |    | ^  |     |    |    |     |    |    |    |  |
| ACCT 9  | IBOP   |   |     |   | ^ |      |   |     |      |    |      |    |    |     |    |    |     |    |    |    |  |
| ACCT 10 | TF     | ^ | LOC |   | ^ | FCN  |   |     |      | ^  | FLN  |    |    | ^   |    |    |     |    |    |    |  |



# OPEN DTA MAINTENANCE TOOL

Logged In As: HELEN D CARSON

[Help for this screen](#)



**Defense Travel System**  
A New Era of Government Travel

Logoff

Official Travel ▼

Official Travel - Others ▼

Traveler Setup ▼

Reports ▼

Administrative ▼

Welcome HELEN D CARSON

Organization: TDZDTMOCSD

Org Access: TDZDTMOCSD

Group Access: (All)

Permission: 0,1,2,3,4,5,6

Document

My Signed

| Document Name       | Current Status | Departure Date | Type |
|---------------------|----------------|----------------|------|
| No documents found. |                |                |      |

Self Registration Admin

DTA Maintenance Tool

Budget

Route & Review

Calculate Distance

Click Here

Message Center

Please check here for messages.

[Back to Top](#)



# LOCATE LOA MODULE



**Defense Travel System**  
A New Era of Government Travel

User Name: HELEN CARSON

Organization Access: TDZDTMOCSD

Group Access: - (All)

Permission: 0, 1, 2, 3, 4, 5, 6

Run Date: October 16, 2009 - 09:49 EDT

DTA Tools:

DTA Maintenance Home

<< Select an option from the DTA Tools dropdown.

DTA Maintenance Home

Organizations

Routing Lists

Groups

People

Lines of Accounting

Accession Travel

## the DTA Maintenance Tool

authorized DTAs with the ability to create and modify organizations, routing lists, group (s). Please select an option from the DTA Tools dropdown menu above.

### Your Maintenance Tool Permissions:

- You have the proper permissions to edit organizations
- You have the proper permissions to edit routing lists
- You have the proper permissions to edit groups
- You have the proper permissions to edit people
- You have the proper permissions to edit lines of accounting (LOAs)
- You have the proper permissions to edit permissions.
- You do NOT have the proper permissions access MIS
- You do NOT have the proper permissions access ROA



# SEARCH LINES OF ACCOUNTING

**Defense Travel System**  
A New Era of Government Travel

User Name: HELEN CARSON

Organization Access: TDZDTMOCSD

Group Access: - (All)

Permission: 0, 1, 2, 3, 4, 5, 6

Run Date: October 16, 2009 - 10:22 EDT

DTA

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## Search Lines of Accounting

Label:  (FY + LOA Name)

Format Map:

Organization Name:



☐ --Include Sub-Organizations

Unbudgeted LOA(s) Only:

☐

Search



# LOCATE LOA TO UPDATE

Run Date: October 16, 2009 - 10:34 EDT

of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## Lines of Accounting (Search Results)

Organization Name: TDZDTMOCSD

Include Sub-Organizations: Yes

Format Map:

Label:

Unbudgeted LOA(s) Only: No

| Select to<br>Delete or Rollover                      | Edit                   |                      |                               | Organization Name | Label           | Shared | Format Map        | Link to                    |
|--|------------------------|----------------------|-------------------------------|-------------------|-----------------|--------|-------------------|----------------------------|
| <input type="checkbox"/>                             | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 CONFERENCE   | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>                             | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 CROSSOVER    | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>                             | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 CSD          | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>                             | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 DIFF         | No     | eBiz 2, 2/20/2003 | <a href="#">New Budget</a> |
| <input type="checkbox"/>                             | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 FMS TRAINING | No     | AF 2, 9/29/2003   | <a href="#">New Budget</a> |
| <input type="checkbox"/>                             | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 LOCAL        | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>                             | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 PERDIEM      | No     | AF 2, 9/29/2003   | <a href="#">New Budget</a> |
| <input type="checkbox"/>                             | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 TRAVELTEAM1  | No     | AF 2, 9/29/2003   | <a href="#">New Budget</a> |
| <a href="#">Select All</a> <a href="#">Clear All</a> |                        |                      |                               |                   |                 |        |                   |                            |

[Delete Selected\(on this page\)](#)[Rollover Selected \(on this page\)](#)



# UPDATE LOA: DATA ELEMENTS

Run Date: October 16, 2009 - 10:59 EDT

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## Update Line of Accounting

Format Map: MC 1, 8/1/2001  
Organization Name: TDZDTMOCSD  
Label: 10 CSD  
Share LOA: ☐ Yes

### LOA Data Elements

Account 1

AAA or DTST: \* 067400 ( 6 or DTST)  
DTST Sub-field: ( 14 )

Account 2

DEPT: ( 2 )  
FY: 10 ( 2 )  
PY: 10 ( 2 )  
APPR: 1106 ( 4 )  
SH: 27A0 ( 4 )

Account 3

OC/SOC: 2100 ( 4 )  
BCN: 67415 ( 5 )  
SA: ( 1 )

Account 4

AAA: 067400 ( 6 )  
TTC: 2D ( 2 )



# SAVE UPDATED LOA

|                                |  |
|--------------------------------|--|
| Account 4                      | AAA: 067343 ( 6 )<br>TTC: 2D ( 2 )   |
| Account 5                      | CC: 45TDDS2XXXX ( 12 )<br>MAC: M76484 ( 6 )                                      |
| Account 6                      | FA: 45 ( 2 )<br>WC: TD ( 2 )<br>FC: BF ( 2 )<br>CAC: DS32 ( 4 )<br>BRC: PF ( 2 ) |
| Account 7                      | RON: 0000000000000000 ( 15 )<br>RBC: 0 ( 1 )                                     |
| Account 8                      | JNLU: 0000 ( 4 )<br>DSSN: 6201 ( 4 )<br>ACRN: AA ( 2 )                           |
| Account 9                      | IBOP: 0000 ( 4 )   |
| Account 10                     | TF: 00 ( 2 )<br>LOC: 00 ( 2 )<br>FCN: 000 ( 3 )<br>FLN: 000 ( 3 )                |
| <div>Save Changes Cancel</div> |  |





# LOCATE LOA TO COPY

Travel System  
of Government Travel

User Name: HELEN CARSON  
Organization Access: TDZDTMOCSD  
Group Access: - (All)  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: October 16, 2009 - 11:08 EDT

DTA H

f Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## Lines of Accounting (Search Results)

Organization Name: TDZDTMOCSD  
Include Sub-Organizations: Yes  
Format Map:

Label:  
Unbudgeted LOA(s) Only: No

| Select to<br>Delete or Rollover                      | Edit                   |                      |                               | Organization Name | Label           | Shared | Format Map        | Link to                    |
|--|------------------------|----------------------|-------------------------------|-------------------|-----------------|--------|-------------------|----------------------------|
| <input type="checkbox"/>                             | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 CONFERENCE   | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>                             | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 CROSSOVER    | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>                             | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 CSD          | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>                             | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 DIFF         | No     | eBiz 2, 2/20/2003 | <a href="#">New Budget</a> |
| <input type="checkbox"/>                             | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 FMS TRAINING | No     | AF 2, 9/29/2003   | <a href="#">New Budget</a> |
| <input type="checkbox"/>                             | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 LOCAL        | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>                             | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 PERDIEM      | No     | AF 2, 9/29/2003   | <a href="#">New Budget</a> |
| <input type="checkbox"/>                             | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 TRAVELTEAM1  | No     | AF 2, 9/29/2003   | <a href="#">New Budget</a> |
| <a href="#">Select All</a> <a href="#">Clear All</a> |                        |                      |                               |                   |                 |        |                   |                            |

[Delete Selected\(on this page\)](#)[Rollover Selected \(on this page\)](#)



# COPY LOA: CONFIRM DETAILS

## Defense Travel System A New Era of Government Travel

User Name: HELEN CARSON  
Organization Access: TDZDTMOCSD  
Group Access: - (All)  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: October 16, 2009 - 11:14 EDT

DTA H

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

### Copy Line of Accounting (An empty budget shell will not be created if Create Budget is not checked.) \* Data Required

Format Map: MC 1, 8/1/2001  
Organization Name: \* TDZDTMOCSD  
Share LOA: ☐ Yes  
Create Budget: ☒ Yes  
Empty Budget Shell Fiscal Year: \* (4 digit year)

#### Label

LOA Fiscal Year: \* 10 (2 digit year)  
LOA Name: \* LOCAL

#### LOA Data Elements

Account 1

AAA or DTST: \* 067400 (6 or DTST)  
DTST Sub-field: (14)

Account 2

DEPT: (2)  
FY: 10 (2)  
PY: 10 (2)  
APPR: 1106 (4)  
SH: 27A0 (4)

OC/SOC: 2100 (4)



# SAVE LOA COPY

|  |                              |
|--|------------------------------|
| Account 4  | AAA: 057833 ( 6 )            |
|  | TTC: 2D ( 2 )                |
| Account 5  | CC: 45TDDDS32XXX ( 12 )      |
|  | MAC: N64876 ( 6 )            |
| Account 6  | FA: 45 ( 2 )                 |
|  | WC: TD ( 2 )                 |
|  | FC: BF ( 2 )                 |
|  | CAC: DS13 ( 4 )              |
|  | BRC: PF ( 2 )                |
| Account 7  | RON: 0000000000000000 ( 15 ) |
|  | RBC: 0 ( 1 )                 |
| Account 8  | JNLU: 0000 ( 4 )             |
|  | DSSN: 6201 ( 4 )             |
|  | ACRN: AA ( 2 )               |
| Account 9  | IBOP: 0000 ( 4 )             |
| Account 10                                       | TF: 00 ( 2 )                 |
|  | LOC: 00 ( 2 )                |
|  | FCN: 000 ( 3 )               |
|  | FLN: 000 ( 3 )               |
| <div>Save Copied Line of Accounting Cancel</div> |                              |



# USING X-ORG FUNDING

## ***X-Org Funding:***

***LOA shared with an outside Org or a specific traveler.***

### Funding Organization:

- May remove access at any time
- Retain control of the LOA label and budget
- Can run reports to determine use

When DTS X-Org feature is used, funder provides:

- LOA label
- Name/email address of funding Org FDFTA
- Guidance on use of LOA



# LOCATE ORG FOR FUNDING

**Defense Travel System**  
A New Era of Government Travel

User Name: HELEN CARSON  
Organization Access: TDZDTMOCSD  
Group Access: - (All)  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: October 16, 2009 - 12:57 EDT

DTA H

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## Lines of Accounting (Search Results)

Organization Name: **TDZDTMOCSD**Include Sub-Organizations: **No**

Format Map:

Label:

Unbudgeted LOA(s) Only: **No**

| Select to<br>Delete or Rollover | Edit                   |                      |                               | Organization Name | Label           | Shared | Format Map        | Link to                    |
|---------------------------------|------------------------|----------------------|-------------------------------|-------------------|-----------------|--------|-------------------|----------------------------|
| <input type="checkbox"/>        | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 CONFERENCE   | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>        | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 CROSSOVER    | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>        | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 CSD          | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>        | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 DIFF         | No     | eBiz 2, 2/20/2003 | <a href="#">New Budget</a> |
| <input type="checkbox"/>        | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 FMS TRAINING | No     | AF 2, 9/29/2003   | <a href="#">New Budget</a> |
| <input type="checkbox"/>        | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 LOCAL        | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>        | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 PERDIEM      | No     | AF 2, 9/29/2003   | <a href="#">New Budget</a> |
| <input type="checkbox"/>        | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 TRAVELTEAM1  | No     | AF 2, 9/29/2003   | <a href="#">New Budget</a> |

[Select All](#) [Clear All](#)[Delete Selected\(on this page\)](#)[Rollover Selected \(on this page\)](#)



# SEARCH CROSS ORG



**Defense Travel System**  
A New Era of Government Travel

User Name: HELEN CARSONc  
Organization Access: TDZDTMOCSD  
Group Access: - (All)  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: February 24, 2011 - 11:59 EST

DTA Tools:

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## Search Cross Org:

Cross Org For Funding:

Or

Search Cross Org By Traveler SSN:

Funding LOA Label:

11 TEAM ALPHA

Funding LOA Org:

TDZDTMOCSD

[Search](#)

[Return List](#)

## Selected Organizations and Individuals for Funding:

| Select to Delete                                     | Organization/Traveler                       |
|--|---|
| <input type="checkbox"/>                             | TDZDFAS-COLUMBUS/COLUMBUS-A CHRIS XXXXX5404 |
| <a href="#">Select All</a> <a href="#">Clear All</a> |   |
| <a href="#">Delete Selected</a>                      |   |

## Select Routing List:

Document Type:

-Select to Add-

Routing List:

-Select to Add-

[Save Routing List](#)

## Selected Routing List:

| Select to Delete                | Document Type/Routing List |
|---------------------------------|----------------------------|
| <a href="#">Delete Selected</a> |                            |



# LOCATE: DELETE & ROLLOVER

Defense Travel System  
New Era of Government Travel

User Name: HELEN CARSON  
Organization Access: TDZDTMOCSD  
Group Access: - (All)  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: October 16, 2009 - 13:45 EDT

[DTA Home](#) | [Help](#)

DTA

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## Lines of Accounting (Search Results)

Organization Name: **TDZDTMOCSD**

Include Sub-Organizations: **No**

Format Map:

Label:

Unbudgeted LOA(s) Only: **No**

| Select to Delete or Rollover | Edit                   |                      |                               | Organization Name | Label           | Shared | Format Map        | Link to                    |
|------------------------------|------------------------|----------------------|-------------------------------|-------------------|-----------------|--------|-------------------|----------------------------|
| <input type="checkbox"/>     | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 CONFERENCE   | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>     | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 CROSSOVER    | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>     | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 CSD          | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>     | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 DIFF         | No     | eBiz 2, 2/20/2003 | <a href="#">New Budget</a> |
| <input type="checkbox"/>     | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 FMS TRAINING | No     | AF 2, 9/29/2003   | <a href="#">New Budget</a> |
| <input type="checkbox"/>     | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 LOCAL        | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>     | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 PERDIEM      | No     | AF 2, 9/29/2003   | <a href="#">New Budget</a> |
| <input type="checkbox"/>     | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 TRAVELTEAM1  | No     | AF 2, 9/29/2003   | <a href="#">New Budget</a> |

[Select All](#) [Clear All](#)

[Delete Selected\(on this page\)](#)

[Rollover Selected \(on this page\)](#)



# IDENTIFY LOA(s) TO ROLLOVER

## Defense Travel System A New Era of Government Travel

User Name: HELEN CARSON  
Organization Access: TDZDTMOCSD  
Group Access: - (All)  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: October 16, 2009 - 13:45 EDT

[DTA Home](#) | [Help](#)

DTA

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

### Lines of Accounting (Search Results)

Organization Name: TDZDTMOCSD

Include Sub-Organizations: No

Format Map:

Label:

Unbudgeted LOA(s) Only: No

| Select to<br>Delete or Rollover     | Edit                   |                      |                               | Organization Name | Label           | Shared | Format Map        | Link to                    |
|-------------------------------------|------------------------|----------------------|-------------------------------|-------------------|-----------------|--------|-------------------|----------------------------|
| <input checked="" type="checkbox"/> | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 CONFERENCE   | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input checked="" type="checkbox"/> | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 CROSSOVER    | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input checked="" type="checkbox"/> | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 CSD          | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input checked="" type="checkbox"/> | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 DIFF         | No     | eBiz 2, 2/20/2003 | <a href="#">New Budget</a> |
| <input checked="" type="checkbox"/> | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 FMS TRAINING | No     | AF 2, 9/29/2003   | <a href="#">New Budget</a> |
| <input checked="" type="checkbox"/> | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 LOCAL        | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input checked="" type="checkbox"/> | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 PERDIEM      | No     | AF 2, 9/29/2003   | <a href="#">New Budget</a> |
| <input checked="" type="checkbox"/> | <a href="#">Update</a> | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 TRAVELTEAM1  | No     | AF 2, 9/29/2003   | <a href="#">New Budget</a> |

[Select All](#) [Clear All](#)[Delete Selected\(on this page\)](#)[Rollover Selected \(on this page\)](#)





# ROLLOVER: SELECT RULES

Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: October 19, 2009 - 08:04 EDT

of Accounting ▼

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## Rollover Line(s) of Accounting - Select Rules

| Selected Format Map | Default Rollover Element(s)  | Default Rule(s)  |
|---------------------|------------------------------|--|
| MC 1, 8/1/2001      | Account 2 FY<br>Account 2 PY | Empty (null) values for Marine Corps FY elements are not rolled over.<br>"X" values for Marine Corps FY elements are not rolled over.<br>Non-empty (FY and PY) elements are rolled to new fiscal year. |

Select Rollover Rules:

☒ Use default rule(s)

☐ Use custom rule(s) defined for each LOA

[Continue](#) [Cancel](#)



# ROLLOVER: DEFAULT RULES

Run Date: October 19, 2009 - 08:09 EDT

es of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

**Rollover Line(s) of Accounting - Default Rules** (An empty budget shell will not be created if Create Budget is not checked.)\* Required

Rollover LOA(s) to Fiscal Year: 2011

Empty Budget Shell(s) Fiscal Year: 2011

| Create Budget                       | Shared                   | Organization Name | Label  | Format Map     | Preview                 |
|-------------------------------------|--------------------------|-------------------|--------|----------------|-------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | TDZDTMOCSD        | 10 CSD | MC 1, 8/1/2001 | <a href="#">Preview</a> |

[Rollover Line\(s\) of Accounting](#) [Cancel](#)



# CONFIRM ROLLOVER LOA(s)

Run Date: October 19, 2009 - 08:18 EDT

Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## Rollover Line(s) of Accounting - Confirm

After the lines of accounting are rolled over into the new fiscal year, you will not have an option to systematically back out the changes through the DTS application. If changes are required after the rollover function is completed, modifications will have to be made to the LOAs through the LOA Mass Update or the LOA Edit functions.

Would you like to continue with the rollover action or cancel and review your LOA rollover rules prior to executing the fiscal year rollover?

Continue

Cancel



# REVIEW LINES OF ACCOUNTING

**Defense Travel System**  
A New Era of Government Travel

User Name: HELEN CARSON  
Organization Access: TDZDTMOCSD  
Group Access: - (All)  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: October 19, 2009 - 08:30 EDT

[DTA Home](#) | [Help for this page](#)

DTA Main

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## Lines of Accounting (Search Results)

Organization Name: TDZDTMOCSD

Include Sub-Organizations: Yes

Format Map:

Label:

Unbudgeted LOA(s) Only: No

| Select to Delete or Rollover | Edit                      |                      |                               | Organization Name | Label           | Shared | Format Map        | Link to                    |
|------------------------------|---------------------------|----------------------|-------------------------------|-------------------|-----------------|--------|-------------------|----------------------------|
| <input type="checkbox"/>     | <a href="#">Update</a>    | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 CONFERENCE   | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>     | <a href="#">Update</a>    | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 CROSSOVER    | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>     | <a href="#">Update</a>    | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 CSD          | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>     | <a href="#">Update</a>    | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 DIFF         | No     | eBiz 2, 2/20/2003 | <a href="#">New Budget</a> |
| <input type="checkbox"/>     | <a href="#">Update</a>    | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 FMS TRAINING | No     | AF 2, 9/29/2003   | <a href="#">New Budget</a> |
| <input type="checkbox"/>     | <a href="#">Update</a>    | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 LOCAL        | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <input type="checkbox"/>     | <a href="#">Update</a>    | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 PERDIEM      | No     | AF 2, 9/29/2003   | <a href="#">New Budget</a> |
| <input type="checkbox"/>     | <a href="#">Update</a>    | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 10 TRAVELTEAM1  | No     | AF 2, 9/29/2003   | <a href="#">New Budget</a> |
| <input type="checkbox"/>     | <a href="#">Update</a>    | <a href="#">Copy</a> | <a href="#">X-Org Funding</a> | TDZDTMOCSD        | 11 CSD          | No     | MC 1, 8/1/2001    | <a href="#">New Budget</a> |
| <a href="#">Select All</a>   | <a href="#">Clear All</a> |                      |                               |                   |                 |        |                   |                            |

Delete Selected(on this page)

Rollover Selected (on this page)



# QUESTIONS?





# CREATE LINE OF ACCOUNTING

Run Date: October 19, 2009 - 08:36 EDT

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## Create Line of Accounting

\* Required

Format Map: \*

Select One ...

Co

Select One ...

- AF 2, 9/29/2003
- ARMY 3, 6/6/2003
- BSM 1, 2/6/2006
- DBMS 1, 8/1/2001
- DIA, 3/5/2009
- DTRA, 7/3/2006
- DWAS 1, 1/1/2004
- MC 1, 8/1/2001
- MSC, 10/13/2005
- NAVY 1, 8/1/2001
- NAVY ERP1, 9/26/2006
- NAVY FMS, 1/3/2005
- NRL1, 6/8/2006
- SAP1, 3/10/2004
- SDDC-AF, 5/12/2006
- SDDC-ARMY, 5/12/2006
- SFIS v3.4
- WAAS 1, 8/7/2002
- eBiz 2, 2/20/2003



# IDENTIFY LOA FISCAL YEAR



**Defense Travel System**  
A New Era of Government Travel

User Name: HELEN CARSON  
Organization Access: TDZDTMOCSD  
Group Access: - (All)  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: October 19, 2009 - 08:47 EDT

Screen ID: 7704

[DTA Home](#) | [Help for this Screen](#) | [Logout](#)[DTA Maintenance](#)

DTA Tools:

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## Create Line of Accounting (An empty budget shell will not be created if Create Budget is not checked.) \* Required

Format Map: AF 2, 9/29/2003

Organization Name: \* Share LOA: ☐ YesCreate Budget: ☒ YesEmpty Budget Shell Fiscal Year:  (4 digit year)

### Label

LOA Fiscal Year: \*  (2 digit year)LOA Name: \* 

### LOA Data Elements

Account 1

ADSN or DTST: \*  ( 6 or DTST)DTST Sub-field:  ( 14 )

Account 2

DEPT:  ( 2 )TA:  ( 2 )FY:  ( 1 )APPR:  ( 4 )SL:  ( 4 )

Account 3

FC:  ( 2 )PY:  ( 1 )

Account 4

OAC:  ( 2 )OBAN:  ( 2 )RC/CC:  ( 6 )BA:  ( 2 )



# REVIEW LOA ELEMENTS

|            |  |
|------------|--|
| Account 4  | AAA: 816876 ( 6 )<br>TTC: 3C ( 2 )   |
| Account 5  | CC: 45TDDS25XXX ( 12 )<br>MAC: M16717 ( 6 )                                      |
| Account 6  | FA: 64 ( 2 )<br>WC: TD ( 2 )<br>FC: BF ( 2 )<br>CAC: DS54 ( 4 )<br>BRC: PF ( 2 ) |
| Account 7  | RON: ( 15 )<br>RBC: ( 1 )  |
| Account 8  | JNLU: ( 4 )<br>DSSN: 6715 ( 4 )<br>ACRN: AA ( 2 )                                |
| Account 9  | IBOP: ( 4 )  |
| Account 10 | TF: ( 2 )<br>LOC: ( 2 )<br>FCN: ( 3 )<br>FLN: ( 3 )                              |

[Save Line of Accounting](#) [Cancel](#)





# DEFAULT LOA UPDATE

Defense Travel System  
New Era of Government Travel

User Name: HELEN CARSON  
Organization Access: TDZDTMOCSD  
Group Access: - (All)  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: October 19, 2009 - 09:05 EDT

DTA

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## Default LOA Update

Organization Name: \*

TDZDTMOCSD

Existing Default LOA Label:

New Default LOA Label:

Include All Users:

☐ Submit



# DEFAULT LOA UPDATE PERSON

Defense Travel System  
New Era of Government Travel

Organization Access: TDZDTMOCSD  
Group Access: - (All)  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: October 19, 2009 - 09:46 EDT

DTA

Lines of Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## Default LOA Update Person (Search Results)

| Select to Include in Update         | Organization Name | Name             | SSN       | Existing Default LOA Label | New Default LOA Label |
|-------------------------------------|-------------------|------------------|-----------|----------------------------|-----------------------|
| <input checked="" type="checkbox"/> | TDZDTMOCSD        | Carson, Kim T    | XXXXX2370 |                            |                       |
| <input checked="" type="checkbox"/> | TDZDTMOCSD        | CARSON, CHRIS A  | XXXXX2346 |                            |                       |
| <input checked="" type="checkbox"/> | TDZDTMOCSD        | Carson, Eric T   | XXXXX2371 |                            |                       |
| <input checked="" type="checkbox"/> | TDZDTMOCSD        | CARSON, ERIC T   | XXXXX2363 | 09 CSD                     |                       |
| <input checked="" type="checkbox"/> | TDZDTMOCSD        | CARSON, EMILY A  | XXXXX2355 | 09 CSD                     |                       |
| <input checked="" type="checkbox"/> | TDZDTMOCSD        | Zurcher, Eric T  | XXXXX7030 | 09 CSD                     |                       |
| <input checked="" type="checkbox"/> | TDZDTMOCSD        | Zurcher, Chris A | XXXXX7029 | 09 DEFAULT                 |                       |

[Select All](#) [Clear All](#)

Submit

Cancel



# MASS UPDATE: FORMAT MAP

Travel System  
Government Travel

Organization Access: TDZDTMOCSD

Group Access: - (All)

Permission: 0, 1, 2, 3, 4, 5, 6

Run Date: October 19, 2009 - 09:57 EDT

Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## Search Lines of Accounting

Format Map:

MC 1, 8/1/2001

Organization Name:

TDZDTMOCSD



--Include Sub-Organizations

Search



# SELECT LOA(s): MASS UPDATE

Travel System  
Government Travel

Organization Access: TDZDTMOCSD  
Group Access: - (All)  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: October 19, 2009 - 10:22 EDT

Accounting ▼ [Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## Lines of Accounting (Search Results)-Mass Update

Organization Name: TDZDTMOCSD  
Include Sub-Organizations: Yes  
Format Map: MC 1, 8/1/2001

| Select to Update                                     | Organization Name | Label         |
|--|-------------------|---------------|
| <input type="checkbox"/>                             | TDZDTMOCSD        | 10 CONFERENCE |
| <input checked="" type="checkbox"/>                  | TDZDTMOCSD        | 10 CROSSOVER  |
| <input type="checkbox"/>                             | TDZDTMOCSD        | 10 CSD        |
| <input checked="" type="checkbox"/>                  | TDZDTMOCSD        | 10 LOCAL      |
| <input type="checkbox"/>                             | TDZDTMOCSD        | 11 CSD        |
| <a href="#">Select All</a> <a href="#">Clear All</a> |                   |               |

[Update Select LOA\(s\)](#)

1 - 5 of 5



# UPDATE VALUES

Lines of Accounting ▼

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

### Mass Update Lines of Accounting – Update Values

Format Map: MC 1, 8/1/2001

|           | Select the fields to update              | Old Value      | New Value            |
|-----------|--|----------------|----------------------|
| Account 1 | <input type="checkbox"/> AAA or DTST:    | (All Values) ▼ | <input type="text"/> |
|           | <input type="checkbox"/> DTST Sub-field: | (All Values) ▼ | <input type="text"/> |
| Account 2 | <input type="checkbox"/> DEPT:           | (All Values) ▼ | <input type="text"/> |
|           | <input type="checkbox"/> FY:             | (All Values) ▼ | <input type="text"/> |
|           | <input type="checkbox"/> PY:             | (All Values) ▼ | <input type="text"/> |
|           | <input type="checkbox"/> APPR:           | (All Values) ▼ | <input type="text"/> |
|           | <input type="checkbox"/> SH:             | (All Values) ▼ | <input type="text"/> |
| Account 3 | <input type="checkbox"/> OC/SOC:         | (All Values) ▼ | <input type="text"/> |
|           | <input type="checkbox"/> BCN:            | (All Values) ▼ | <input type="text"/> |
|           | <input type="checkbox"/> SA:             | (All Values) ▼ | <input type="text"/> |
| Account 4 | <input type="checkbox"/> AAA:            | (All Values) ▼ | <input type="text"/> |
|           | <input type="checkbox"/> TTC:            | (All Values) ▼ | <input type="text"/> |



# MASS COPY: FORMAT MAP

er system  
nment Travel

Group Access: - (All)

Permission: 0, 1, 2, 3, 4, 5, 6

Run Date: October 19, 2009 - 10:56 EDT

ting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## Search Lines of Accounting

Label:  (FY + LOA Name)

Format Map:

Organization Name:

TDZDTMOCSD

[Search](#)



# SELECT LOAs FOR MASS COPY

Travel System  
Government TravelGroup Access: - (All)  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: October 19, 2009 - 11:03 EDT

Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## Lines of Accounting (Search Results) -Mass Copy

Organization Name: TDZDTMOCSD

Format Map:

Label:

| Select to Copy                                       | Label           | Format Map        |
|--|-----------------|-------------------|
| <input type="checkbox"/>                             | 10 CONFERENCE   | MC 1, 8/1/2001    |
| <input type="checkbox"/>                             | 10 CROSSOVER    | MC 1, 8/1/2001    |
| <input checked="" type="checkbox"/>                  | 10 CSD          | MC 1, 8/1/2001    |
| <input type="checkbox"/>                             | 10 DIFF         | eBiz 2, 2/20/2003 |
| <input type="checkbox"/>                             | 10 FMS TRAINING | AF 2, 9/29/2003   |
| <input checked="" type="checkbox"/>                  | 10 LOCAL        | MC 1, 8/1/2001    |
| <input type="checkbox"/>                             | 10 MEDICAL      | AF 2, 9/29/2003   |
| <input type="checkbox"/>                             | 10 PERDIEM      | AF 2, 9/29/2003   |
| <input type="checkbox"/>                             | 10 TRAVELTEAM1  | AF 2, 9/29/2003   |
| <input type="checkbox"/>                             | 11 CSD          | MC 1, 8/1/2001    |
| <a href="#">Select All</a> <a href="#">Clear All</a> |                 |                   |

[Copy Select LOA\(s\)](#)

1 - 10 of 10



# MASS COPY: DESTINATION ORG

Group Access: - (All)  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: October 19, 2009 - 11:06 EDT

nting ▼

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

**Mass Copy Line(s) of Accounting** (An empty budget shell will not be created if Create Budget is not checked.)\*Required

Destination Organization:\* TDZDTMOCSDPMTtrain ▼ 🔍

Empty Budget Shell Fiscal Year: 2010 (4 digit year)

Select Budget Type: ☒ Quarterly ☐ Annual

| Create Budget  | Source Organization Name | Label    | Format Map     |
|--|--------------------------|----------|----------------|
| <input checked="" type="checkbox"/>                  | TDZDTMOCSD               | 10 CSD   | MC 1, 8/1/2001 |
| <input checked="" type="checkbox"/>                  | TDZDTMOCSD               | 10 LOCAL | MC 1, 8/1/2001 |
| <a href="#">Select All</a> <a href="#">Clear All</a> |                          |          |                |

[Copy LOA\(s\)](#) [Cancel](#)





# VIEW LOA(s) LIST

**Travel System**  
Government Travel

User Name: HELEN CARSON  
Organization Access: TDZDTMOCSD  
Group Access: - (All)  
Permission: 0, 1, 2, 3, 4, 5, 6  
Run Date: October 19, 2009 - 11:11 EDT

DT

Accounting

[Search LOA\(s\)](#) | [Create LOA\(s\)](#) | [Update Default LOA\(s\)](#) | [Mass Update](#) | [Mass Copy](#) | [View LOA\(s\) List](#)

## View Lines Of Accounting (LOA) List

Organization Name:    ☒ --Include Sub-Organizations

[Run Report](#)



# SAMPLE LIST OF LOAS

| Title: Lines Of Accounting (LOA) Report Run Date: Mon Oct 19 11:31:57 EDT 2009 Search Criteria: Organization: TDZDTMOCSD Sub-Orgs: Yes |                 |                  |         |                    |                   |                  |                      |
|--|-----------------|------------------|---------|--------------------|-------------------|------------------|----------------------|
| Organization   | LOA Label       | LOA Format Map   | Acc1    | Acc2               | Acc3              | Acc4             | Acc5                 |
| TDZDTMOCSD   | 10 CONFERENCE   | MC 1 8/1/2001    | 067400^ | ^10^10^1106^27A0^  | 2100^67415^^      | 067500^2E^       | 16AB17088000^M20175^ |
| TDZDTMOCSD   | 10 CROSSOVER    | MC 1 8/1/2001    | 067400^ | ^10^10^1106^27A0^  | 2100^67415^^      | 067400^2D^       | 16AA17088000^M20175^ |
| TDZDTMOCSD   | 10 CSD          | MC 1 8/1/2001    | 067400^ | ^10^10^1106^27A0^  | 2100^67415^^      | 067400^2D^       | 16AA17088000^M20175^ |
| TDZDTMOCSD   | 10 DIFF         | eBiz 2 2/20/2003 | 033186^ | 97^XXXX^4930^5L2P^ | ABX^CLCL^210TP00^ | 0000^DFAS^       | 0L^2P^033186^        |
| TDZDTMOCSD   | 10 FMS TRAINING | AF 2 9/29/2003   | 380100^ | 97^11^X^8242^AL62^ | 4A^0^             | AD^EG^FY3473^^   | _MEG00^MEG^OO^^      |
| TDZDTMOCSD   | 10 LOCAL        | MC 1 8/1/2001    | 067400^ | ^10^10^1106^27A0^  | 2100^67415^^      | 067400^2D^       | 16AA17088000^M20175^ |
| TDZDTMOCSD   | 10 MEDICAL      | AF 2 9/29/2003   | 667100^ | 57^^0^^3600^       | 29^^              | 78^88^6DLCA0^^   | ^^^^                 |
| TDZDTMOCSD   | 10 PERDIEM      | AF 2 9/29/2003   | 667100^ | 57^^0^^3400^^      | 30^^              | 80^32^255555^01^ | _913^^^^             |
| TDZDTMOCSD   | 10 TRAVELTEAM1  | AF 2 9/29/2003   | 667100^ | 57^^0^^3400^^      | 30^^              | 80^32^255555^01^ | _913^^^^             |
| TDZDTMOCSD   | 11 CSD          | MC 1 8/1/2001    | 067400^ | ^11^11^1106^27A0^  | 2100^67415^^      | 067400^2D^       | 16AA17088000^M20175^ |
|  |                 |                  |         |                    |                   |                  |                      |
|  |                 |                  |         |                    |                   |                  |                      |



# KEY POINTS ABOUT LOAs

- Can be copied, rolled over, updated and shared
- LOA sharing is an internal process
- LOAs shared to sub-orgs, cannot be un-shared
- If LOA is shared, budget is also shared
- Must be applied to a doc before approval



# KEY POINTS ABOUT LOAs

## cont.

- Built with data elements with a 10x20 format map
- Appendix R; DTA Manual; format map resource
- LOAs only link to budgets with the same elements
- LOA X-Org sharing is for external orgs or travelers



# CLASS CLOSING LOBBY

Lobby set-up:

- o Instructor audio turned off
- o Questions answered for 15 minutes
- o Lobby stays open 60 minutes

Please help us evaluate:

- o Complete evaluation
- o Provide feedback

Use the lobby resources:

- o Download class slides
- o Use links to DTMO website &



# **THANK YOU FOR ATTENDING DISTANCE LEARNING**

**For a three month schedule of  
DTMO distance learning classes**

**Go to the  
DTMO Website > Training Resources Center**